

DEPARTMENT OF CORRECTIONS AND REHABILITATION OPERATIONS MANUAL

CHAPTER 1 — GENERAL ADMINISTRATION

ARTICLE 1 — OFFICE OF THE SECRETARY

Revised March 14, 2014

11010.1 Policy

The Secretary of the California Department of Corrections and Rehabilitation (CDCR) has established an organizational structure which provides for the efficient and effective management of all facets of the correctional system to include custody, care, treatment, discipline, training, rehabilitation, and employment of all inmates and parolees.

11010.2 Purpose

This Article outlines the administrative organization of the Office of the Secretary of CDCR.

11010.3 Chain Of Command

The Secretary has line authority over all employees. The Undersecretaries, Executive Officers, Assistant Secretaries, General Counsel, Directors, and Chiefs have line authority over their respective divisions or offices.

11010.4 Secretary's Cabinet

The following positions have been designated as members of the Secretary's Cabinet:

- Undersecretary, Operations.
- Undersecretary, Administration and Offender Services.
- Undersecretary, Health Care Services.
- Assistant Secretary, General Counsel, Office of Legal Affairs (OLA).
- Assistant Secretary, Office of Public and Employee Communications (OPEC).
- Assistant Secretary, Office of Legislation (OOL).
- Director, Enterprise Information Systems (EIS).
- Director, Division of Internal Oversight and Research (DIOR).
- Director, Division of Correctional Health Care Services (DCHCS).
- Chief, Office of Labor Relations (OLR).
- Director, Division of Adult Institutions (DAI).
- Director, Division of Adult Parole Operations (DAPO).
- Director, Division of Rehabilitative Programs (DRP).
- Director, Division of Juvenile Justice (DJJ).
- Director, Division of Administrative Services (DAS)
- Director, Division of Facility Planning, Construction and Management (FPCM)

11010.5 Executive Staff

The Secretary's executive staff includes members of the Cabinet (above) and the following positions:

- Executive Officer, Board of Parole Hearings (BPH).
- General Manager, California Prison Industry Authority (CalPIA).
- Chief, Office of the Ombudsman (OOTO).
- Chief, Office of Correctional Safety (OCS).
- Chief, Office of Victim and Survivor Rights and Services (OVSRS).

11010.6 Secretary of Corrections and Rehabilitation

The Secretary is the chief executive and administrator of the CDCR in the operation of its programs for the management and control of State adult correctional and juvenile facilities and supervision of parolees. The Secretary is also chairman of the Prison Industry Board. The General Manager of CalPIA reports to the Secretary:

The General Counsel/Assistant Secretary, Office of Legal Affairs and the Assistant Secretaries for the Office of Legislation and for the Office of Public and Employee Communications report to the Secretary.

11010.7 Office of Legal Affairs (see new DOM Ch 1, Article 34)

11010.8 Office of Legislation

The Office of Legislation provides executive policy advice and assistance on all matters with legislative implications or impact on the CDCR. The Assistant Secretary performs the following:

- Coordinates the development of legislation, including drafting and preparation for the Secretary and the Governor's Office, and introduction in the Legislature.
- Identifies bills of CDCR interest, provides analysis, and recommends the CDCR's position to the Secretary and the Governor's Office.
- Presents CDCR's positions to legislators and provides direct advocacy through appearances before legislative committees.
- Coordinates the compilation and completion of Enrolled Bill Reports, in a timely manner, recommending to the Governor whether to sign or to veto enrolled legislation.
- Coordinates and reviews responses to inquiries from State and federal legislators.
- With assistance from the Office of the Ombudsman and Human Resources, coordinates the Senate Confirmation process for Wardens and the Secretary.

11010.9 Office of Public and Employee Communications

The Office of Public and Employee Communications:

- Is the central point of contact for all external stakeholders.
- Acts as a liaison for the Department and several of its constituencies and maintains direct contacts with local, State, national, and international print, broadcast and other media.
- Provides functional supervision, training, and guidance to headquarters, facilities, and parole regions on public and community relations issues.
- Prepares and distributes brochures, videotapes, and informational materials to legislators, the media, and the general public.
- Prepares and distributes printed and videotaped training materials for headquarters, facilities, and parole regions.
- Coordinates and plans the annual Medal of Valor Awards ceremony.
- Distributes information to department employees.
- Responds to information requests under the Public Records Act and Information Practices Act from the media; prepares talking points for executive and division staff; and compiles the daily report.
- Reviews the content of the Department's website to ensure consistency with departmental policy, and oversees the Department's death row database to provide monthly reports.
- Develops, manages, implements, and evaluates the Department's public information, motion picture, radio and television, and community relations policies.
- Works closely with media representatives to visit the Department's institutions and facilities including conservations camps, community prisoner-mother, and community correctional facilities.
- Encourages print, broadcast and other media to tour and write stories about CDCR programs, activities, staff, and inmates.

11010.10 Revisions

Secretary CDCR or designee shall be responsible for ensuring that the contents of this Article are kept current and accurate.

11010.11 References

PC §§ 1170, 2085.5, 2962, 3003, 3034, 3058.8, 5001, 5052, 5053, 5054, 5055, and 11155.

DOM §§ 11040, 22090.

SEERA.

FLSA.

Public Records Act.

Information Practices Act.

Ralph C. Dills Act.

Prison Inmate Labor Initiative of 1990.

CCR (15) (3).

California Environmental Quality Act.